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## **Manager Self Service Introduction**

Manager Self Service provides managers with the tools and information they need to administer certain aspects pertaining to employees' professional development. It eliminates paperwork and provides managers with a method to track HR information on each employee. Managers are able to enter and view HR information on employees.

In order for any manager to effectively use Manager Self Service, all functions should be established in Workflow. Employees must report to the manager attached to the Work List.